

**Registration Assistant**[Help](#)

> Step 1

Step 1: Select Action[Next](#)☐ Withdraw Users ☐ Reserve Slots ☒ Register Users

Registration

Register users for scheduled offerings and work with slots.



Registration: Registering Users

How a user registers for a scheduled offering is determined on an offering-by-offering basis. If configured, users may self-register for scheduled offerings. Managers may also be given the ability to register subordinates. Otherwise, you must register users in scheduled offerings. When users are officially registered and have a status of Enrolled, the system is capable of generating email notifications and sending them to the user, his/her immediate manager, the instructor, and any other contacts associated with the offering.

Admin Tools > Learning > Learning Administration > Learning

1 Registration Status

A user may have one of these SuccessFactors LMS defined registration statuses:

- **Enrolled:** The user has a seat in the scheduled offering.
- **Waitlisted:** The user is waiting for a seat to open. (If Auto Fill Registration is checked, SuccessFactors LMS automatically registers a waitlisted user when another user cancels/withdraws. SuccessFactors LMS prioritizes the waitlist as first one on the waitlist is the first registered into the offering.)
- **Pending:** System assigned for users “pending” approval in a SuccessFactors LMS defined approval process.
- **Cancelled:** The user does not have a seat.

2 Record Attendance

If attendance is recorded for a segment on the **Segments** tab, it will display in the hover window for the registered user. Segment Attendance displays the total segments attended for each enrolled user based on the attendance recorded previously on the **Segments** tab.

Learning Administration Test Admin (admin2) Check System successfactors™ An SAP Company

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Search: Enter Keywords or Command Go

Search Results

ESA Microsoft Excel 2192

Description:

For Credit Completion Stat...	Location: Frankfurt Classroom 01
Minimum Registration:	Maximum Registration: 10
Minimum Attendance Perce...	Published Price: 0.00 US Dollar (USD) (Default)
Self Registration: Yes	Item: COURSE EAM MS EXCEL (Rev 9/11...
Approval Process: (First Level Supervisor)	Approval Required: No
*Domain: Corporate (CORP)	End Date: 10/9/2013
End Time: 1200	Facilitator: FRANK (Frankfurt Office)

View All

Related More Registration Add Users: Settings Advanced

Registration

Non-enrolled Waitlisted (0) 1

Filter Sort By: Registration I

Enrolled (1) Total (10) Open (9) Slots (0) Open Slots (0)

Filter for Enrolled User

Hoff Marcus

Marcus Q Hoff 2

User ID: mhoff1

Organization ID: IND

Status: Active Enrollment

Enrolled On: 9/18/2013 1213 America/New York

Segment Attendance: 0

Modify Remove User

3 Slots

Slots allow you to reserve seats in a scheduled offering without having to register specific users. Slots are reserved for organizations, enabling only users who belong to the organization to self-register in the slot (if self-registration is enabled). If the offering is full, but slots are remaining, users who are not a member of the organization may only join the registration as Waitlisted. You can register any user against a reserved slot.

Registration Add Users: Add Users... Add Users From Request List... Add Slots... 3

Spotlight: Registration Details

If a scheduled offering is made available for user self-registration, an approval process may be specified. If so, the user is registered with a Pending status until the approvers have allowed registration to continue.